

RACHEL CHAKMAN

Production Coordinator

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PRODUCTION CREDITS

Production Coordinator
July 2020 – December 2020

SPICKS & SPECKS
Television Series

ABC
Producer: Anthony Watt, Rachel Millar
Production Manager: Liesl Fankhauser

Production Coordinator
November 2019 – February 2020

ROAD TO BOSTON
Feature Film (Korean)

Hipwell International Production Services
Australian Producer: John Hipwell
Line Producer: Antje Kulpe

Production Coordinator
February – July 2019

SECRET BRIDESMAIDS' BUSINESS
Television Series

Seven Studios
Executive Producer: MaryAnne Carroll
Series Producer: Amanda Crittendon
Line Producer: Juanita Stroh

Production Coordinator
July – October 2018
Production Manager (2nd Unit)
November – December 2018

THE VERY EXCELLENT MR. DUNDEE!
Feature Film

Clock Sounds Productions SPV
Producers: Dean Murphy, Nigel Odell
Line Producer: Michelle Russell

Assistant Production Coordinator
February – June 2018

JUDY & PUNCH
Feature Film

Seaside Productions
Producers: Michele Bennett, Nash Edgerton
Line Producer: Michelle Russell

Production Secretary
October 2017 – January 2018

JACK IRISH SERIES 2
Television Series

Easy Tiger
Line Producer: Yvonne Collins
Production Manager: Jane Sullivan
Production Coordinator: Serena Gattuso

Production Secretary
July – September 2017

UNDERBELLY FILES: CHOPPER
Television Series

Screentime
Line Producer: Anna Molyneaux
Production Coordinator: Hannah Andrews

Production Secretary
March – June 2017

GET KRACK!N
Television Series

Guesswork Productions
Line Producer: Sue Evans
Production Coordinator: Bina Pallot

Production Secretary
November 2016 – February 2017

STEM (UPGRADE)
Feature Film

Goalpost Pictures
Line Producer: Michelle Russell
Production Coordinator: Mim Davis

Production Secretary
August – November 2016

NEWTON'S LAW
Television Series

Every Cloud Productions
Co-Producer: Anna Molyneaux
Production Manager: Jane Sullivan
Production Coordinator: Mim Davis

Production Secretary
April – July 2016

NOWHERE BOYS SERIES 3
Television Series

Matchbox Pictures
Line Producer: James Grandison
Production Coordinator: Serena Gattuso

Producer's Assistant & Script Coordinator
June – December 2015

HUNTERS
US Television Series

Matchbox UCP Productions
Assistant to: Gale Anne Hurd
Line Producer: Brad Van Arragon
Unit Production Manager: James Grandison

Extras Casting Assistant
March – April 2015

HOUSE HUSBANDS SERIES 4
Television Series

Playmaker Media
Extras Casting: Gabrielle Healy

Extras Casting Assistant November 2014 – March 2015	CHILDHOOD'S END <i>US Television Miniseries</i>	<i>HayPop</i> Extras Casting: Gabrielle Healy Production Coordinator: Chrissy Rosman
Producer's Assistant April 2013 – June 2013	THE MULE <i>Feature Film</i>	<i>The Mule Productions</i> Producers: Angus Sampson, Jane Liscombe Line Producer: Michelle Russell Assistant Production Manager: Antje Kulpe
Production Assistant June 2011	MIFF "POTATO PEELERS" <i>TVC</i>	<i>Clemenger BBDO</i>
Production Assistant June 2011	MIFF "THE MESSAGE" <i>TVC</i>	<i>Clemenger BBDO</i>
Production Assistant June 2011	MIFF "CHOC TOP Vs POPCORN" <i>TVC</i>	<i>Badger Ogilvy</i>
Trainee Storyliner June – September 2008	NEIGHBOURS <i>Television Series</i>	<i>FremantleMedia Australia</i> Executive Producer: Susan Bower
Production Assistant March – May 2008	NEIGHBOURS <i>Television Series</i>	<i>FremantleMedia Australia</i> Executive Producer: Susan Bower

OTHER EMPLOYMENT

Assistant STACEY TESTRO INTERNATIONAL August 2013 – September 2019
Stacey Testro International manages a range of talent and literary clients on an international scale.
Key responsibilities: cast scouting, invoicing, development of office procedures, talent and heads of department submissions, industry research and production tracking.

Production Assistant BOWER BIRD PRODUCTIONS August 2013 – January 2014
Bower Bird Productions is an Australian production company established by writer and producer Susan Bower.
Key responsibilities: research, cast scouting, development of reference material, pitch documents, office administration.

Freelance Publicist LIMELIGHT PR / ASHA HOLMES PUBLICITY 2010-2012
Asher Holmes was a principal of Limelight PR which has now merged with Asha Holmes Publicity. The company specialises in public relations in arts, culture and entertainment.
Key responsibilities: assisting with the staging of events and implementing PR campaigns for films, exhibitions, media launches and comedy shows.

Marketing Executive MELBOURNE INTERNATIONAL COMEDY FESTIVAL January – May 2012
The Melbourne International Comedy Festival is one of the three largest comedy festivals in the world and Australia's largest cultural event.
Key Responsibilities: implementing the marketing and advertising schedule, including the production and distribution of collateral and design of national advertising. Management of the registration site of international artists.

Marketing, Membership & Sponsorship MELBOURNE INTERNATIONAL FILM FESTIVAL March 2010 – September 2011
The Melbourne International Film Festival is an annual event, presenting an acclaimed screening program alongside industry and celebratory events.
Key responsibilities: management of the membership program. Development and production of all festival marketing collateral including targeted niche marketing, website and festival phone App. Negotiation and management of contracts and events for sponsors. Management of interns and volunteers and assisting in management of Opening Night Gala and other events.

SKILLS

DRIVING SKILLS:	Full Victorian Drivers License Automatic / Manual Transmission capable Motorcycle License	
COMPUTER SKILLS:	Microsoft Office Applications Final Draft Adobe Acrobat File Maker Adobe Design Suite (Photoshop etc)	Advanced Intermediate Intermediate Intermediate Beginner
CHILD EMPLOYMENT:	Working with children check Extensive experience in Child Employment applications and permits Chaperone experience	

QUALIFICATIONS

Diploma of Business [Marketing]	Swinburne University, Melbourne
Diploma Business/Public Relations [completed yr 1]	RMIT University, Melbourne
Victorian Certificate of Education	Methodist Ladies' College

PROFESSIONAL DEVELOPMENT

Character Workshop: Writing	Laurie Hutzler
Handling Difficult Negotiations	CAE College, Melbourne
Diplomacy & Influence in the Workplace	CAE College, Melbourne
Leadership Training	Institute of Leadership, Israel
Counselling	Institute of Leadership, Israel
Middle Eastern History	Institute of Leadership, Israel
Teamwork and Personal Development for Children	Institute of Leadership, Israel

REFERENCES

Michelle Russell

Line Producer

Michele Bennett

Producer

Juanita Stroh

Line Producer / Production Accountant

Nigel Odell

Producer